

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Crime Prevention Specialist (Full-time or part-time benefitted)	<u>Revision Date:</u>	06/16
			<u>EEO Category:</u>	Paraprof.
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	30425, 40425

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Patrol Captain, coordinate and direct the crime prevention efforts of Sandy City.

III. Essential Duties:

- Respond to public questions and inquiries regarding crime prevention.
- Plan and conduct meetings with citizens and businesses.
- Prepare a variety of literature for distribution to individuals and businesses.
- Track, review and access current crime trends and develop crime prevention strategies accordingly.
- Plan and coordinate public displays and events.
- Supervise volunteers involved in Neighborhood Watch program including coordinators, volunteers, Area Leaders and Block Leaders. Provide quarterly training and attend neighborhood meetings.
- Communicate and coordinate Neighborhood Watch, Volunteers in Police Service (VIPS), and crime prevention efforts with the Patrol Division.
- Publish a daily update and monthly newsletter.
- Prepare a monthly report for supervisor documenting activities in the crime prevention division.
- Manage and coordinate all activities relating to the Sandy Police Department's crime prevention program.
- Supervise programs and volunteers associated with the VIPS program including volunteer coordinator and members.
- Provide monthly training and scheduling of shifts for VIPS.
- Re-certify and update all Neighborhood Watch groups annually.
- Coordinate Business Watch programs.
- Update and add new information to the department's web pages.

IV. Marginal Duties:

- Recruit volunteers to work in Neighborhood Watch, VIPS and other areas of crime prevention.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a high school diploma or equivalent and an associate's degree in a related field.

Experience: Requires one year prior work experience in law enforcement, crime prevention, public relations or a related field. May substitute additional experience for required education on a year-for-year basis. Preference will be given to individuals with additional paid work experience in crime prevention or closely related field.

Certifications/Licenses: Must possess a valid Utah driver's license.

Probationary Period: A one year probationary period is a prerequisite to this position (applies to full-time position).

Knowledge of: Police practices and terminologies; statistical methods; criminal justice process; correct English usage, spelling and vocabulary; and ethical principles.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money and tools; great responsibility for making decisions affecting volunteers.

Communication Skills: Ability to communicate clearly and effectively both orally and in writing; effectively persuade and inform others regarding city operations; frequent contacts involving the carrying out of programs and schedules to influence others and obtain desired results; tact and assertiveness required when working with the public; contacts with other departments, furnishing and obtaining information; frequent contact with executives on matters requiring explanations and discussions; regular and frequent outside contact with persons of high rank; requires well developed sense of strategy and timing. Must be skilled in areas of teaching, mentoring and coaching of people.

Tool, Machine, Equipment Operation: Regular use of office equipment including a computer, copy machine, telephone, fax machine and audio visual equipment.

Analytical Ability: Performs multiple tasks in an office and field setting; present and interpret statistical information in the form of oral and written reports; prioritize tasks; establish effective working relationships between volunteers and police officers on crime prevention issues.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may frequently bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. Constant attendance is required.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort and moderate pressure and fatigue are present due to moderate exposure to stressful situations and deadlines; some evening and weekend work required; work assignments are broad and performed with little supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserved the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____